

**External Examiner Report for Taught Programmes**

Thank you for acting as an external examiner for the University. Your report will provide a formal record of the assessment process and academic standards for the programme(s)/ unit(s) covered. It forms a significant component of the University’s Quality Framework.

The report should include and expand on the initial reflections you provided to the Board of Examiners as well as any new points you wish to raise.

It is recommended that this is within **four weeks** of the final meeting of the Board of Examiners, and it must be sent by the maximum deadlines set out in the External Examiner Policy (<http://www.bristol.ac.uk/academic-quality/assessment/exexs/>).

Payment of your external examiner fee will be processed upon receipt of a satisfactorily completed report. All queries with regards to fees and/or expenses should be addressed to the relevant academic school.

**Report Dissemination**

The University values the feedback provided in external examiner reports, which are considered by the relevant academic school, the Academic Quality and Policy Office, various faculty and University committees, and by any appropriate professional, statutory or regulatory bodies.

The relevant academic school will provide a formal response to your report.

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| Please note that this report cannot be considered confidential as it will be shared with students and their representatives, and may also be disclosed under the Freedom of Information Act. Submission of the report will count as consent for such disclosures as the University considers appropriate.**Please ensure that your report does not identify any student or member of staff (by use of name, a student ID number, or any other factor that may identify an individual).**You may make a confidential report directly to the Associate Pro Vice-Chancellor (Education Quality and Standards) on any matter of serious concern or sensitivity. Please see Section 9 of the Procedure for the External Examining of Taught Programmes (<http://www.bristol.ac.uk/academic-quality/assessment/exexs/>). *Students who access this report are reminded that it is inappropriate for them to make direct contact with external examiners.* If contact is made, the external examiner should refer the matter to the Academic Quality and Policy Office (exex-admin@bristol.ac.uk).  |

**1. External Examiner Details**

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| Name of External Examiner: |  |
| External Examiner's home institution(or other affiliation): |  |
| Programme/s examined: |  |
| Units within above programme/s examined: (if applicable) |  |
| UoB School or Department: |  |
| Period of Report: e.g. 2022/23 |  |
| Level: (delete or tick as appropriate) | Undergraduate | Postgraduate |
| Year of tenure: (delete or tick as appropriate) | 1st | 2nd | 3rd | 4th\* | 5th\* |
| Date of report submission: |  |

\* If this is your final year of office, please ensure that you complete Section 6 of this report.

You are invited to comment as extensively as you wish on all aspects of your role. The boxes in the report template will expand as you type and so please do not feel constrained by their initial size.

**2. Overview Summary**

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| 2.1 | **Exemplary practice and commendations** in any aspects of the student experience including any examples of research-informed or innovative learning and teaching, course strengths, and notable student achievement. Please include and expand on any examples you raised in your initial reflections to the Board of Examiners, as well as setting out any new points. |
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| 2.2 | **Recommendations** on any * areas that should be strengthened
* risks which should be addressed in order to maintain confidence in standards
* opportunities to enhance the quality of the learning opportunities provided to students

Please include and expand on any recommendations you raised in your initial reflections to the Board of Examiners, and well as setting out any new points.**All recommendations set out here will receive a detailed response in Section B of the Response Form. If there are recommendations embedded in subsequent sections of the Report, please summarise them here with a reference to the relevant section.** |
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| 2.3 | **Previous recommendations** if appropriate, please comment on the extent to which the School has addressed any recommendations that may have arisen from the previous years’ external examiners’ report.**All previous recommendations raised in this section that you consider to be unresolved will receive a detailed response in Section B of the Response Form.** |
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| 2.4 | **Overall satisfaction** with your level of involvement as external examiner in the University’s processes for determining the award of its degrees. |
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**3. Academic Standards Summary Overview**

Please use sections 4 and 5 of the form to expand with comments and further details, particularly if you have answered ‘no’ to any of the questions in this section

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| 3.1 | **Content** – Was the course content up to date? | Yes | No |
| 3.2 | **Content** – Was the course content at the right level to provide sufficient educational challenge for students? | Yes | No |
| 3.3 | **Organisation** – Was the course material and structure organised in a coherent way for students? | Yes | No |
| 3.4 | **Delivery** – Was the course delivered effectively? | Yes | No |
| 3.5 | **Skills** – Were students given the opportunity to develop academic, language and other relevant skills? | Yes | No |
| 3.6 | **Assessment** -From your knowledge of the unit/s, programme/s and their assessment/s, was there evidence of student attainment of the intended learning outcomes? | Yes | No |
| 3.7 | **Awards** -Are the standards set appropriate for the awards, or award elements?  | Yes | No |
| 3.8 | **Comparison** - Are the standards of student performance in programmes or parts of programmes examined comparable with the standards of similar programmes in other UK higher education institutions with which you are familiar? | Yes | No |

**4. Curriculum Design and Delivery**

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| 4.1 | Please comment on **curriculum design** in terms of:* suitability of programme and unit aims and learning outcomes and whether the students were sufficiently challenged
* coherence and currency of programme structure and programme and unit content
* the extent to which there is appropriate progression within the programme from entry to graduation
* whether the course content is up to date and relevant
* any proposed changes to the programme during the year and your opinion on any consultation
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| 4.2 | Please comment on **curriculum delivery** in terms of:* the curriculum, teaching or resourcing of the programme as indicated by the performance of the students in the assessment
* whether the course allows students to develop required and relevant skills (including but not limited to technical proficiency in the English language)
* the range and suitability of teaching and learning methods experienced by students
* staff expertise and whether the course is effectively delivered
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| 4.3 | **Professional, statutory and regulatory body (PSRB) requirements** – where applicable, please comment on the extent to which the design, aims, currency and content of the curriculum reflects any PSRB requirements. |
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**5. Assessment**

**Please note that** [**Temporary amendments to University academic regulations have been published**](http://www.bristol.ac.uk/academic-quality/assessment/)

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| 5.1 | Please comment on **assessment processes** in terms of:* whether the University’s processes for assessment and the determination of awards were sound and fairly conducted in line with the University’s policies and regulations
* whether the assessment processes measure student achievement rigorously against intended learning outcomes
* your overall impressions of the assessment process
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| 5.2 | Please comment on **marking criteria** in terms of:* whether the marking scheme/grading criteria has been properly and consistently applied to ensure that the internal marking is fair and of an appropriate standard
* whether the marking criteria are effective in discriminating between levels of attainment in relation to the classification of the award
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| 5.3 | Please comment on the **scope of assessment** in terms of:* the range, depth and appropriateness of the assessment methods used, including practical work
* assessment across units of the same level and the overall loading of assessment in relation to the number of credits awarded
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**6. Final Exit Report**

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| 6.1 | **FINAL EXIT REPORT(for examiners completing the final report for their term of office only).**Please provide an overview on your term of office including comments on any significant changes in standards or developments that have taken place, the implementation of any recommendations and/or any other issues which you feel appropriate. |
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**7. Practical Matters and Administration**

The checklist is designed to provide confirmation that you have received sufficient evidence and support to fulfil your role. If any of the answers to these questions is ‘No’, please provide details in the comments box at the end.

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|   | Yes | No | N/A |
| **Programme/Unit Information** |
| 7.1 | Did you receive appropriate briefing material to allow you to carry out your role effectively (e.g., programme/unit specifications, marking criteria etc.)? |   |   |   |
| **Draft assessments** |
| 7.2 | Were you satisfied with the arrangements for you to approve all draft questions for assessment and/ or question papers? |   |   |   |
| 7.3 | Were you satisfied that suitable arrangements were in place to consider your comments on the draft assessment questions?  |   |   |   |
| 7.4 | Were you satisfied with the arrangements for you to approve any other types of summative assessment? |   |   |   |
| **Marking of assessment** |
| 7.5 | Were you satisfied with the arrangements to see candidates’ scripts, assessed work, dissertations or a selection made for you on principles agreed with you in advance?  |   |   |   |
| 7.6 | Were you satisfied with the number and range of scripts, assessed work, dissertations to which you had access?  |   |   |   |
| 7.7 | Were the scripts/ assessed work marked in such a way as to enable you to see and understand the reasons for the marks awarded? |   |   |   |
| 7.8 | Where applicable, were you satisfied with the arrangements for you to observe/ monitor practical examinations (e.g., laboratory sessions, language orals, clinical examinations)?  |   |   |   |
| 7.9 | If required, did you have the opportunity to discuss the assessment process with staff? |   |   |   |
| **Board of Examiners** |
| 7.10 | Did you attend the Board of Examiners meeting(s)?  |   |   |   |
| 7.11 | If you did attend, was the Board of Examiners meeting(s) conducted to your satisfaction? |   |   |   |
| 7.12 | Were you made aware of the University’s procedures governing mitigating circumstances, academic integrity and borderline performances and did you feel these were considered fairly and equitably applying University regulations? |   |   |   |
| Comments (particularly if you answered ‘No’ to any of the above) |
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Signature…………………………………………………. (an electronic signature is acceptable)

Date………………………………………………………

Please return the External Examiner Report to the relevant academic school.